

- Policy & Procedure
- Take Note
- Milestones

State of California

# DWCNewsline

Division of Workers' Compensation  
Carrie Nevans, Acting Administrative Director

---

1515 Clay Street, 17<sup>th</sup> floor, Oakland, CA 94612 (510) 286-7100

---

Internet Web Page: <http://www.dwc.ca.gov>

---

Newsline No. 04-11

January 25, 2011

## **Division of Workers' Compensation posts new time of hire pamphlet on its Web site**

### **Pamphlet designed to help claims administrators ensure employees understand workers' compensation benefits**

The Division of Workers' Compensation (DWC) has posted a new [time of hire pamphlet](#) on its Web site. This optional pamphlet meets the requirements under Labor Code section 3551 to notify new employees about California workers' compensation rights and benefits either at the time of hire or by the end of the first pay period.

"This pamphlet is one way we can help employers and claims administrators ensure employees know what to do if they get hurt or sick because of work," said DWC Chief of Legislation and Policy Susan Gard. "We want to provide easy to understand information in multiple languages that meets the needs of California's diverse workforce."

The pamphlet, posted in [English](#) and [Spanish](#), was developed in response to requests from claims administrators and provides employees with information about what to do if they are injured on the job and ways to resolve disputes over workers' compensation benefits. In addition, it discusses the role of the primary treating physician and medical provider networks (MPNs). Predesignation forms are included as part of the document.

This optional time of hire pamphlet is presented in a graphic format that can be customized to meet individual needs and is also offered in "text only" format in [English](#) and [Spanish](#), which gives claims administrators the option to more fully customize the presentation. The text of the pamphlet meets the "time of hire" legal requirements.

This new pamphlet is the latest publication helping DWC reach out to assist employers and workers. DWC recently posted updated fact sheets and guides for injured workers in [English](#) and [Spanish](#). A basic fact sheet for workers, developed in conjunction with Cal/OSHA and the labor commissioner's office, is available in [English](#), [Spanish](#), [Chinese](#), [Korean](#), [Vietnamese](#) and [Hmong](#). Additionally, DWC has posted a fact sheet for employers in [English](#) and [Spanish](#) on its Web site.

From the DWC home page at [www.dwc.ca.gov](http://www.dwc.ca.gov), [employers](#), [workers](#) and [claims administrators](#) can easily find information related to their specific needs.

###